



**Safe and Drug-Free Schools Program
Office of Elementary and Secondary Education**

**Information and Application Procedures for Fiscal Year
2000**

**National Programs – Federal Activities Grants Program -
The Challenge Newsletter
(CFDA #84.184P)**

Deadline for Receipt of Applications:

APRIL 24, 2000

OMB# 1810-0627

Expiration Date: 3/31/2003

A Brief Introduction

The Safe and Drug-Free Schools and Communities Act (SDFSCA) is the Federal government's largest single source of funding for drug and violence prevention programs in the Nation's schools. The State Grants portion of the Act provides funding to approximately 97 percent of school districts in the Nation to assist them in preventing violence in and around schools, promoting safety and discipline for students, and preventing the illegal use of alcohol, tobacco, and other drugs by school-aged youth.

SDFSCA National Programs Federal Activities Grant Program

The National Programs portion of the SDFSCA supports the development of innovative programs that (1) provide models or proven effective practices that will assist schools and communities around the Nation to improve their programs funded under the SDFSCA; and (2) develop, implement, evaluate, and disseminate new or improved approaches to creating safe and orderly learning environments in schools.

Eligibility

Authority

Eligible applicants under this competition are public and private non-profit organizations and individuals.

This competition is authorized under Title IV, Section 4121 of the Elementary and Secondary Education Act of 1965, as amended by the Improving America's Schools Act of 1994 (Public Law 103-382).

Note to Applicants

This is a complete application package for the National Programs – Federal Activities Grants Program, The Challenge Newsletter. Together with the statute authorizing the program and applicable Education Department General Administrative Regulations (EDGAR), this package contains all of the information, application forms, and instructions needed to apply for the grant. The official documents governing this competition are the Notice of Final Priorities and the Closing Date Notice published in the Federal Register on March 24, 2000. These notices are also available electronically at the following web sites: www.ed.gov/offices/OESE/SDFS and www.ed.gov/legislation/FedRegister.

This application should be prepared following the instructions and criteria included in this package.

Deadline Extensions

Applicants should clearly indicate in Block #4 of the Standard Form ED 424 the CFDA number and alpha suffix of the competition (84.184P) for which funds are being requested.

Estimated Range of Awards

Waivers for individual applications failing to meet the deadline will not be granted, regardless of the circumstances. Under very extraordinary circumstances the Department may change the closing date for a competition. When this occurs, the Assistant Secretary announces such a change in a notice published in the Federal Register.

Length of Projects

Under this program, one award of up to \$300,000 will be made. The Department of Education is not bound by any estimates in this application package.

One cooperative agreement will be funded for one year with options for two additional years—contingent upon availability of funds and substantial progress.

[Note: Applicants requesting three-year projects must submit a detailed budget narrative for each of the three years.]

TABLE OF CONTENTS

I.	GPRA Notice	4
II.	General Requirements	6
	Prohibited Uses	
	Applicable Regulations	
	Other Selection Factors	
III.	Overview	7
	Purpose	
	Eligibility	
	Availability of Funds	
	Period of Support	
IV.	Application Information and Selection Criteria—National Programs – Federal Activities Grants Program, <u>The Challenge</u> Newsletter (CFDA 84.184P)	8
	Background Information	
	Absolute Priority	
	Selection Criteria	
V.	Application Contents	15
	Required Forms	
	Project Summary	
	Program Narrative	
	Section 427 GEPA	
	Estimate Burden	
VI.	Application Submission Procedures	19
VII.	Intergovernmental Review Procedure	21
VIII.	Appendices and Forms	22
	List of Required Forms	
	Program Statute	
	Single State Point of Contact List	
IX.	Required Forms	
X.	Application Checklist	34

NOTICE TO APPLICANTS

I. Government Performance and Results Act (GPRA)

The Government Performance and Results Act of 1993 (GPRA) requires all Federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve congressional decision making through more objective information on the effectiveness of Federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

As required by GPRA, the Department of Education has prepared a strategic plan for 1998-2002. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

GOAL 1: Help all students reach challenging academic standards so that they are prepared for responsible citizenship; further learning, and productive employment.

GOAL 2: Build a solid foundation for learning for all children.

GOAL 3: Ensure access to postsecondary education and lifelong learning.

GOAL 4: Make the Department of Education a high performance organization by focusing on results, service quality, and customer satisfaction.

The performance indicators for the Safe and Drug-Free Schools Program are part of the Department's plan for meeting goals 1 and 4. Among the Department's objectives for Goal 1 is to ensure that "schools are strong, safe, disciplined, and drug-free."

Performance Indicators for Safe and Drug-Free Schools

- Drug use in schools by 2001: rates of annual alcohol use in schools will decline for 8th, 10th, and 12th graders and rates of annual marijuana use in school for the same time period will decline for 8th, 10th, and 12th graders.
- Drug use by school-aged children by 2000: rates of 30-day prevalence of alcohol use will decline for 8th, 10th, and 12th graders and rates of 30-day prevalence of illicit drug use will decline for 8th, 10th, and 12th graders.
- Violent incidents in schools by 2001: the proportion of high school students in a physical fight on school property will decrease and the annual rate of students ages 12 to 18 who report experiencing serious violent crime, in school or going to and from school, will decrease.
- School related homicides: for school year 2000 - 2001, the number of school-associated homicides will decline.
- Increase pool of promising and exemplary programs: by 2002, identify additional drug and violence prevention programs that have been rigorously evaluated and found to be either promising or exemplary, as defined by an expert panel.
- By 2001, all drug prevention and school safety coordinators funded by the middle school coordinator initiative will have received training to implement effective, research-based programs.
- By 2001, National Programs grantees will demonstrate substantial progress toward achieving their results-based goals and objectives.

II. General Requirements

Prohibited Uses

Grantees may **not** use funds for construction, (except for minor remodeling needed to carry out the activities described in the application) or for medical services, drug treatment or rehabilitation, except for pupil services or referral to treatment for students who are victims of or witnesses to crime or who use alcohol, tobacco, or drugs.

Applicable Regulations

The following Education Department General Administrative Regulations (EDGAR) apply to the competition described in this package:

The following Education Department General Administrative Regulations (EDGAR) apply to the competition described in this package:

- (1) 34 CFR Part 74 (Administration of Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations)
- (2) 34 CFR Part 75 (Direct Grant Programs)
- (3) 34 CFR Part 77 (Definitions that Apply to Department Regulations)
- (4) 34 CFR Part 79 (Intergovernmental Review of Department of Education Programs and Activities)
- (5) 34 CFR Part 80 (Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments)
- (6) 34 CFR Part 81 (General Education Provisions Act—Enforcement)
- (7) 34 CFR Part 82 (New Restrictions on Lobbying)
- (8) 34 CFR Part 85 (Government-wide Debarment and Suspension (Non-Procurement))
- (9) 34 CFR Part 97 (Protection of Human Subjects)
- (10) 34 CFR Part 98 (Student Rights in Research, Experimental Programs, and Testing)
- (11) 34 CFR Part 99 (Family Educational Rights and Privacy)

III. Overview

Purpose

The U.S. Department of Education, Safe and Drug-Free Schools and Communities Act – National Programs – Federal Activities Grants Program announces the availability of a cooperative agreement to focus Federal financial assistance on an identified national need – the development and dissemination of a newsletter with information about effective practices to prevent drug use and violent behavior among youth. The Challenge newsletter will provide a communication link on current and future program directions, research-based activities, and other information related to effective drug and violence prevention strategies between the U.S. Department of Education and State and local education agencies and other public and private organizations involved with prevention of youth drug use and violent behavior.

Eligible Applicants

The cooperative agreement mechanism is being used because the complexity of issues and topics to be covered by the newsletter require substantive programmatic involvement of Federal staff to facilitate communication, coordination, and priority setting with the grantee and experts in the field, and ensure timely communication of information and program developments to the field.

Availability of Funds

Length of Award

Public and private nonprofit organizations and individuals

Approximately \$ 300,000 per year will be available to support one award.

Support may be requested for a period of up to three (3) years. Annual awards will be made subject to continued availability of funds and evidence of substantial progress.

IV. Application Information and Selection Criteria – National Programs - Federal Activities Grants Program – *The Challenge* Newsletter

Background

The need for school-based drug prevention and school safety programs to incorporate strategies of demonstrated effectiveness is well established. In 1998, the Department of Education established a set of Principles of Effectiveness for the use of Safe and Drug-Free Schools funds. These Principles call for grant recipients: (1) to base their program selections on an objective needs assessment; (2) to develop measurable goals and objectives for their prevention programs; (3) to implement activities that are based on research or evaluation that provides evidence of effectiveness; and (4) to evaluate their programs at regular intervals, and use the evaluation results to improve their programs.

In order to assist schools to select prevention programs of demonstrated effectiveness that are responsive to their needs, the Department has undertaken several initiatives designed to enhance knowledge of what works and expand the inventory of effective programs. Key initiatives include the following:

- Expert Panel on Safe, Disciplined, and Drug-Free Schools. This panel is made up of prominent scholars and researchers whose task is to oversee a valid and reliable process for identifying and designating as promising and exemplary school-based programs that promote safe, disciplined, and drug-free schools.
- Safe and Drug-Free Schools Recognition Program. This program will identify and honor schools that have implemented programs of demonstrated effectiveness in reducing student drug use and violent behavior, and creating safe and orderly environments for learning.
- Safe Schools/Healthy Students Initiative. This initiative is a collaborative effort of the

Departments of Education, Justice, and Health and Human Services to award grants to school districts to implement comprehensive, community-wide strategies for creating safe and drug-free learning environments and promoting healthy childhood development.

- Middle School Drug Prevention and School Safety Program Coordinators.
The purpose of this initiative is to help school districts recruit, hire, and train drug prevention and school safety coordinators in middle schools. The coordinators will identify promising drug prevention and school safety programs and strategies, and assist their schools in adopting the most successful strategies.

While most school districts have implemented drug and violence prevention activities in some form, too often these activities are narrow in scope and are not based on science. Many school districts lack data on the effects of their drug and violence prevention programs on student behavior. They need information about programs that have proven to be effective or promising that they can adopt for their students. Although research exists on drug and violence prevention programs that have positive results, too often this research is not known to school personnel, and does not get translated into practice.

The Challenge newsletter will provide a communication link on current and future program directions, research-based activities, and other information related to effective drug and violence prevention strategies between the U.S. Department of Education and State and local education agencies and other public and private organizations involved with safe and drug-free schools programs. Under the absolute priority, the Assistant Secretary intends to award one cooperative agreement for up to 36 months; this cooperative agreement will support a means of communicating with the field on current and future program directions, research-based activities, and other information related to effective drug and violence prevention practices through The Challenge newsletter. The primary audience for The Challenge is classroom teachers.

Applicants must demonstrate extensive knowledge of elements of effective drug and violence prevention programs and current research in the area of drug and violence prevention. The Challenge will provide classroom teachers and other professionals with information about effective or promising drug and violence prevention programs and strategies, articles by experts in the prevention field, and other timely information covering a broad range of topics that comprise the expanding knowledge base on drug and violence prevention.

With regard to content, the following information describes examples of topics and types of articles that have been featured in past issues of The Challenge:

- Information about principles of effective drug and violence prevention programs.
- Key elements or characteristics of successful drug and violence prevention programs.
- Research studies and data related to drug and violence prevention.
- Articles by recognized experts in fields related to safe and drug-free schools.
- Articles describing model programs.
- Information that describes discretionary grant activities funded under the Safe and Drug-Free Schools Program, National Programs, including resources and products resulting from the activities.
- Timely information on special topics such as emerging trends in use of specific drugs, or early warning signs of violent behavior.
- Resources and helplines for obtaining information and materials on drug and violence prevention.

While applicants are expected to address in their applications the topics and types of articles in the above list, the list is by no means comprehensive. Applicants are encouraged to offer suggestions on ways to communicate with the field on a broad range of key issues, including information on classroom practices, assessments, and appropriate strategies. Frequency of past publication of The Challenge has ranged from 6 – 10 times per year, and the number of pages has ranged

Absolute Priority

from 4 – 26 pages per issue. The number of copies has been 50,000 per issue. These numbers are offered as guides based on past practice, and are not requirements of the current competition. Applicants are encouraged to offer suggestions regarding the length and frequency of publication, as well as number of copies per issue and dissemination plan.

The applicant funded under the absolute priority in this notice will have the responsibility to design, develop, publish, disseminate, and manage all aspects of The Challenge consistent with the specific requirements in the absolute priority below. In submitting their proposals for funding, applicants are encouraged to offer suggestions and ideas for The Challenge in addition to those specified in the absolute priority.

Under 34 CFR 75.105(c)(3) and the Safe and Drug-Free Schools and Communities Act of 1994, the Assistant Secretary gives an absolute preference to applications that meet the following priority. The Assistant Secretary funds under this competition only applications that meet this absolute priority. Under the absolute funding priority for this competition, applicants must propose projects that:

- (1) Design, develop, publish, and disseminate The Challenge, a newsletter for educators, prevention specialists, and other professionals in fields related to education and drug and violence prevention to provide information about effective practices to prevent drug use and violent behavior among youth.
- (2) Manage all aspects of The Challenge, including developing contents of each issue, writing or soliciting articles for each issue, preparing artwork, handling all design and pre-production tasks, and printing and mailing.
- (3) Create, maintain, and expand a subscriber data base for ED.
- (4) Evaluate on an ongoing basis the impact of The Challenge on the intended audience, and use evaluation results for continuous improvement of the newsletter.
- (5) Develop, create, and maintain a Web site to post each issue and receive reader comments and suggestions.

- 6) Agree to have content of the newsletter reviewed and approved by the Department of Education prior to publication.

Selection Criteria

The Assistant Secretary funds under this competition only one application that meets this absolute priority.

The following selection criteria will be used to evaluate applications for one new cooperative agreement under this competition. The maximum score for these criteria is 100 points. The maximum score for each criterion or factor under that criterion is indicated in parentheses.

(1) Significance (10 points)

In determining the significance of the proposed project, the following factor is considered: The potential contribution of the proposed project to increased knowledge or understanding of educational problems, issues, or effective strategies.

(2) Quality of the project design (30 points)

In determining the quality of the design of the proposed project, the following factors are considered:

- (a) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable. (10)
- (b) The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs. (5)
- (c) The extent to which the proposed project represents an exceptional approach to the priority or priorities established for the competition. (15)

(3) Adequacy of resources (10 points)

In determining the adequacy of resources for the proposed project, the following factors are considered:

- (a) The adequacy of support, including facilities, equipment, supplies, and other resources, from the applicant organization or lead applicant organization. (5)

- (b) The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project. (5)

(4) Quality of management plan (25 points)

In determining the quality of the management plan for the proposed project, the following factors are considered:

- (a) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks. (5)
- (b) The adequacy of mechanisms for ensuring high-quality products and services from the proposed project, including qualifications and experience of key personnel in writing and editing newsletters for education, prevention and related fields. (10)
- (c) The extent to which the time commitments of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project. (5)
- (d) How the applicant will ensure that a diversity of perspectives is brought to bear in the operation of the proposed project, including those of students, faculty, parents, the business community, a variety of disciplinary and professional fields, recipients or beneficiaries of services, or others, as appropriate. (5)

(5) Quality of project evaluation (25 points)

In determining the quality of the evaluation, the following factors are considered:

- (a) The extent to which the evaluation plan provides for an ongoing evaluation of the effectiveness of The Challenge newsletter, and its impact on the intended audience. (10)

- (b) The extent to which the evaluation results will be used for continuous improvement of The Challenge. (5)
- (c) The extent to which the methods of evaluation are appropriate to the context within which the project operates. (5)
- (d) The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes. (5)

V. Application Contents

Complete Application Contents

A completed application for assistance under this competition consists of two parts:

Forms

- (1) All forms and assurances that must be submitted in order to be funded under a cooperative agreement; and
- (2) A detailed narrative description of the proposed project and budget to support it.

Please organize your application to contain the following items in the order listed.

Applicants should number all pages to make review and evaluation easier.

1. Application for Federal Assistance: (Standard Form 424, REV 1-99). Identify the Catalog of Federal Domestic Assistance (CFDA) number, CFDA #84.184P, and the title of the competition under which funds are being requested. Be sure to provide the DUNS number requested in Item 2 of Form 424. If you do not have a DUNS number, please see the inside back cover for instructions on obtaining one.
2. Budget Information: (Standard Form 524). Provide amounts for each budget category. **Note that a budget must be submitted for each year in which funds are requested. Failure to provide a budget for each year of the project will result in no funding for those years.**
3. Budget Justification: List on letter-size plain white paper the amounts and sources of all funds, both Federal and non-Federal, that will be used for this project. Explain how these funds will be used to support the goals and objectives of the project. Please break out costs according to categories contained in ED Form 524.
4. Assurances: Review and sign all assurances and certifications.

Summary

Project Summary Description. Clearly mark this page with the applicant/organizational name. The summary, not to exceed one page, should accurately and concisely reflect the proposal and include a description of the objectives of the projects, approaches to be used, and the outcomes expected.

Narrative

Program Narrative Statement: Applicants should organize the Program Narrative according to the application selection criteria specified in Section IV. The narrative should provide a comprehensive description of the applicant's approach to the absolute priority and should address all the selection criteria and all of the factors under each criterion. The narrative section must be numbered and should be limited to 25 typed pages, double-spaced, printed on one side only with at least ½ inch margins. It is in the better interest of applicants to ensure that the narrative statement is easy to read, logically developed in accordance with the selection criteria, and fully addresses each rating factor.

Requirements

General Education Provisions Act (GEPA)

Section 427

Section 427 of GEPA affects applicants for new discretionary grant awards under this program.

ALL APPLICANTS FOR NEW AWARDS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS PROVISION, SUMMARIZED BELOW, IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally-assisted program for students, teachers, and other program beneficiaries with special needs.

This section allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation that you may address: *gender, race, national origin, color, disability, or age*. Your description

need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

NOTE: A general statement of an applicant's nondiscriminatory policy is not sufficient to meet this requirement. Applicants must identify potential barriers and explain steps they will take to overcome these barriers.

Examples

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

The following examples help illustrate how an applicant may comply with Section 427.

- (1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
- (2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in Braille for students who are blind.
- (3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it tends to conduct "outreach" efforts to girls, to encourage their enrollment.

Estimated Burden

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is OMB No. 1810-0627. Exp. Date: 03/31/03. The time required to complete this information collection is estimated to average 32 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Safe and Drug-Free Schools Program, Office of Elementary and Secondary Education, U.S. Department of Education, 400 Maryland Avenue, SW, Room 3E300, FOB #6, Washington, D.C. 20202-6123.

VI. Application Submission Procedures

Number of Copies

To be considered for a grant, each applicant must submit a signed original and two additional copies of the grant application, including all attachments, to the application receipt point specified below. The original copy of the application must have an original copy of the application must have an original signature, signed in black ink. Each copy must be stapled in the upper left corner or bound at the left margin. All copies of the application must be submitted in a single package. **Do not submit audio or video tapes or CD-ROMs as part of the application, they cannot be evaluated during the review process.**

Closing Date

In addition to the three required copies, applicants are requested, but not required, to submit a fourth complete copy of the application.

Mail Address

For the grant programs in this announcement, applications must be received by the Department's Application Control Center **not later than 4:30 p.m. Eastern Standard Time on APRIL 24, 2000.**

Applications sent by mail should use the following address:

U.S. Department of Education
Application Control Center
Room 3633, ROB#3
Attention: CFDA: 84.184P
400 Maryland Avenue, SW
Washington, D.C. 20202-4725

Hand Delivery

NOTE: Applications must be received in the Application Control Center by 4:30 PM Eastern Standard Time. Applications received after 4:30 PM EST APRIL 24, 2000 will not be read.

Applications to be hand-delivered should use the following address:

Notes

U.S. Department of Education
Application Control Center
Attention: CFDA # 84.184P
Regional Office Building #3 Room 3633
7th and D Streets, SW
Washington, D.C.

NOTE: Hand-delivered applications must be received by 4:30 PM (Washington D.C. time) on APRIL 24, 2000. Applications received after 4:30 PM, APRIL 24, 2000 will not be read. Applicants planning to use overnight delivery services are advised to send applications at least 48 hours in advance of the closing date. Applicants should also request written confirmation of delivery from the overnight service.

(1) The Application Control Center will mail a Grant Application Receipt Acknowledgement to each applicant. If an applicant fails to receive the notification of application receipt within 15 days from the date of mailing the application, the applicant should call the U.S. Department of Education Application Control Center at (202) 708-9494.

(2) The applicant must indicate on the envelope and--if not provided by the Department--in Item 4 of the Application for Federal Assistance (Standard Form 424) the CFDA number and alpha suffix (84.184P) of the competition under which the application is being submitted.

FOR FURTHER INFORMATION CONTACT: Safe and Drug-Free Schools Program, U.S. Department of Education, 400 Maryland Ave., SW, Room 3E300, FOB #6, Washington, D.C. 20202-6123, (202) 260-3954. Individuals who use a telecommunications device for the deaf (TDD) may call the Federal Information Relay Service (FIRS) at 1-800-877-8339 between 8 a.m. and 8 p.m., Eastern time, Monday through Friday.

Information about the Department's funding opportunities, including copies of application notices for discretionary grant competitions, can be viewed on the Department's electronic bulletin board (ED Board), telephone (202) 260-9950; or on the Internet Gopher Server at (under Announcements, Bulletins and Press Releases); or on World Wide Web at (<http://www.ed.gov/money.html>).

However, be advised that the official application notice for a discretionary grant competition is the notice published in the Federal Register.

VII. Intergovernmental Review of Federal Programs

Objective

This program is subject to the requirements of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79.

The objective of the Executive order is to foster an intergovernmental partnership and to strengthen federalism by relying on State and local processes for State and local government coordination and review of proposed Federal financial assistance.

Contact

Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. Applicants proposing to perform activities in more than one State should immediately contact the Single Point of Contact for each of those States and follow the procedure established in each State under the Executive order. The name and address of each State Single Point of Contact is contained in this application package.

Deadline

In States that have not established a process or chosen a program for review, State, area-wide, regional, and local entities may submit comments directly to the Department.

Applicants must submit with their applications a copy of their letter to the State Single Point of Contact. Any State Process Recommendation and other comments submitted by a State Single Point of Contact and any comments from State, area-wide, regional, and local entities must be received by **May 24, 2000** at the following address: The Secretary, E.O.12372—CFDA 84.184P, U.S. Department of Education, Room 6213, 400 Maryland Ave., SW, Washington, D.C. 20202-0125.

Recommendations or comments may be hand-delivered until 4:30 p.m. (Washington, D.C. time) *May 24, 2000*.

PLEASE NOTE THAT THE ABOVE ADDRESS IS NOT THE SAME ADDRESS AS THE ONE TO WHICH THE APPLICANT SUBMITS ITS COMPLETED APPLICATION. DO NOT SEND APPLICATIONS TO THE ABOVE ADDRESS.

VIII. Appendices and Forms

Forms

This section should contain any supplementary information that applicants may choose to submit in support of applicant's capacity and preparation to undertake the proposed project.

These documents may include resumes; letters of agreement with cooperating entities, if appropriate; evaluation results; or other materials. Do not include budget or program narrative information in this section.

All forms required to submit an application package are **available electronically at the following web site:**

<http://www.ed.gov/GrantApps/>

Applications must include all of the required forms listed below:

ED Form 424—Application for Federal Education Assistance (Forms & Instructions)

ED Form 524—Budget Information, Non-Construction Programs

ED Form 524—Instructions

Standard Form 424B—Assurances, Non-Construction Programs

ED80-0013—Certifications Regarding Lobbying; Debarment, Suspension & Other Responsibility Matters; and Drug-Free Workplace Requirements

ED80-0014—Certification Regarding Debarment, Suspension, Ineligibility & Voluntary Exclusion—Lower Tier Covered Transactions

Standard Form LLL—Disclosure of Lobbying Activities Form and Instructions.

AUTHORIZING LEGISLATION

TITLE IV--SAFE AND DRUG-FREE SCHOOLS AND COMMUNITIES

``SEC. 4001. SHORT TITLE.

``This title may be cited as the `Safe and Drug-Free Schools and Communities Act of 1994'.

``SEC. 4002. FINDINGS.

``The Congress finds as follows:

``(1) The seventh National Education Goal provides that by the year 2000, all schools in America will be free of drugs and violence and the unauthorized presence of firearms and alcohol, and offer a disciplined environment that is conducive to learning.

``(2) The widespread illegal use of alcohol and other drugs among the Nation's secondary school students, and increasingly by students in elementary schools as well, constitutes a grave threat to such students' physical and mental well-being, and significantly impedes the learning process. For example, data show that students who drink tend to receive lower grades and are more likely to miss school because of illness than students who do not drink.

``(3) Our Nation's schools and communities are increasingly plagued by violence and crime. Approximately 3,000,000 thefts and violent crimes occur in or near our Nation's schools every year, the equivalent of more than 16,000 incidents per school day.

``(4) Violence that is linked to prejudice and intolerance victimizes entire communities leading to more violence and discrimination.

``(5) The tragic consequences of violence and the illegal use of alcohol and drugs by students are felt not only by students and such students' families, but by such students' communities and the Nation, which can ill afford to lose such students' skills, talents, and vitality.

``(6) While use of illegal drugs is a serious problem among a minority of teenagers, alcohol use is far more widespread. The proportion of high school students using alcohol, though lower than a decade ago, remains unacceptably high. By the 8th grade, 70 percent of youth report having tried alcohol and by the 12th grade, about 88 percent have used alcohol. Alcohol use by young people can and does have adverse consequences for users, their families, communities, schools, and colleges.

``(7) Alcohol and tobacco are widely used by young people. Such use can, and does, have adverse consequences for young people, their families, communities, schools, and colleges. Drug prevention programs for youth that address only controlled drugs send an erroneous message that alcohol and tobacco do not present significant problems, or that society is willing to overlook their use. To be credible, messages opposing illegal drug use by youth should address alcohol and tobacco as well.

``(8) Every day approximately 3,000 children start smoking. Thirty percent of all secondary school seniors are smokers. Half of all new smokers begin smoking before the age of 14, 90 percent of such smokers begin before the age of 21, and the average age of the first use of smokeless tobacco is under the age of 10. Use of tobacco products has been linked to serious

health problems. Drug education and prevention programs that include tobacco have been effective in reducing teenage use of tobacco.

“(9) Drug and violence prevention programs are essential components of a comprehensive strategy to promote school safety and to reduce the demand for and use of drugs throughout the Nation. Schools and local organizations in communities throughout the Nation have a special responsibility to work together to combat the growing epidemic of violence and illegal drug use and should measure the success of their programs against clearly defined goals and objectives.

“(10) Students must take greater responsibility for their own well-being, health, and safety if schools and communities are to achieve the goals of providing a safe, disciplined, and drug-free learning environment.

“SEC. 4003. PURPOSE.

“The purpose of this title is to support programs to meet the seventh National Education Goal by preventing violence in and around schools and by strengthening programs that prevent the illegal use of alcohol, tobacco, and drugs, involve parents, and are coordinated with related Federal, State, and community efforts and resources, through the provision of Federal assistance to--

“(1) States for grants to local educational agencies and educational service agencies and consortia of such agencies to establish, operate, and improve local programs of school drug and violence prevention, early intervention, rehabilitation referral, and education in elementary and secondary schools (including intermediate and junior high schools);

“(2) States for grants to, and contracts with, community-based organizations and other public and private nonprofit agencies and organizations for programs of drug and violence prevention, early intervention, rehabilitation referral, and education;

“(3) States for development, training, technical assistance, and coordination activities;

“(4) public and private nonprofit organizations to conduct training, demonstrations, and evaluation, and to provide supplementary services for the prevention of drug use and violence among students and youth; and

“(5) institutions of higher education to establish, operate, expand, and improve programs of school drug and violence prevention, education, and rehabilitation referral for students enrolled in colleges and universities.

“SEC. 4004. FUNDING.

“There are authorized to be appropriated--

“(1) \$630,000,000 for fiscal year 1995, and such sums as may be necessary for each of the four succeeding fiscal years, for State grants under subpart 1; and

“(2) \$25,000,000 for fiscal year 1995, and such sums as may be necessary for each of the four succeeding fiscal years, for national programs under subpart 2.

``Subpart 2--National Programs

``SEC. 4121. FEDERAL ACTIVITIES.

``(a) Program Authorized.--From funds made available to carry out this subpart under section 4004(2), the Secretary, in consultation with the Secretary of Health and Human Services, the Director of the Office of National Drug Control Policy, the Chair of the Ounce of Prevention Council, and the Attorney General, shall carry out programs to prevent the illegal use of drugs and violence among, and promote safety and discipline for, students at all educational levels from preschool through the post secondary level. The Secretary shall carry out such programs directly, or through grants,

contracts, or cooperative agreements with public and private nonprofit organizations and individuals, or through agreements with other Federal agencies, and shall coordinate such programs with other appropriate Federal activities. Such programs may include--

``(1) the development and demonstration of innovative strategies for training school personnel, parents, and members of the community, including the demonstration of model pre-service training programs for prospective school personnel;

``(2) demonstrations and rigorous evaluations of innovative approaches to drug and violence prevention;

``(3) the provision of information on drug abuse education and prevention to the Secretary of Health and Human Services for dissemination by the clearinghouse for alcohol and drug abuse information established under section 501(d)(16) of the Public Health Service Act;

``(4) the development of curricula related to child abuse prevention and education and the training of personnel to teach child abuse education and prevention to elementary and secondary schoolchildren;

``(5) program evaluations in accordance with section 14701 that address issues not addressed under section 4117(a);

``(6) direct services to schools and school systems afflicted with especially severe drug and violence problems;

``(7) activities in communities designated as empowerment zones or enterprise communities that will connect schools to community-wide efforts to reduce drug and violence problems;

``(8) developing and disseminating drug and violence prevention materials, including video-based projects and model curricula;

``(9) developing and implementing a comprehensive violence prevention strategy for schools and communities, that may include conflict resolution, peer mediation, the teaching of law and legal concepts, and other activities designed to stop violence;

``(10) the implementation of innovative activities, such as community service projects, designed to rebuild safe and healthy neighborhoods and increase students' sense of individual responsibility;

``(11) grants to noncommercial telecommunications entities for the production and distribution of national video-based projects that provide young people with models for conflict resolution and responsible decision-making;

“(12) the development of education and training programs, curricula, instructional materials, and professional training and development for preventing and reducing the incidence of crimes and conflicts motivated by hate in localities most directly affected by hate crimes; and

“(13) other activities that meet unmet national needs related to the purposes of this title.

“(b) Peer Review.--The Secretary shall use a peer review process in reviewing applications for funds under this section.

State Single Point of Contact Listing Maintained by OMB

In accordance with Executive Order #12372, "Intergovernmental Review of Federal Programs," Section 4, "the Office of Management and Budget (OMB) shall maintain a list of official State entities designated by the States to review and coordinate proposed Federal financial assistance and direct Federal development." This attached listing is the OFFICIAL OMB LISTING. This listing is also published in the Catalogue of Federal Domestic Assistance biannually.

OMB STATE SINGLE POINT OF CONTACT LISTING*

Arizona

Joni Saad
Arizona State Clearinghouse
3800 N. Central Avenue
Fourteenth Floor
Phoenix, Arizona 85012
Telephone: (602) 280-1315
FAX: (602) 280-8144
e-mail: jonis@ep.state.az.us

Arkansas

Mr. Tracy L. Copeland
Manager, State Clearinghouse
Office of Intergovernmental Services
Department of Finance and Administration
1515 W. 7th St., Room 412
Little Rock, Arkansas 72203
Telephone: (501) 682-1074
FAX: (501) 682-5206

California

Grants Coordinator
Office of Planning and Research/State Clearinghouse
1400 Tenth Street, Room 121
Sacramento, California 95814
Telephone: (916) 323-7480
FAX: (916) 323-3018

Delaware

Francine Booth
State Single Point of Contact
Executive Department, Office of the Budget
540 S. duPont Hi.
Suite 5
Dover, Delaware 19901
Telephone: (302) 739-3326
FAX: (302) 739-5661

District of Columbia

Charles Nichols
State Single Point of Contact
Office of Grants Management and Development
717 14th Street, N.W. - Suite 1200
Washington, D.C. 20005
Telephone: (202) 727-6537
FAX: (202) 727-1617
e-mail: charlesnic@yahoo.com or cnichols-ogmd@dcm.gov

Florida

Cherie L. Trainor
Coordinator
Florida State Clearinghouse
Department of Community Affairs
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100
Telephone: (850) 922-5438 or (850) 414-5495
FAX: (850) 414-0479
e-mail: cherie.trainor@dca.state.fl.us

Georgia

Debra S. Stephens
Coordinator
Georgia State Clearinghouse
270 Washington Street, S.W. - 8th Floor
Atlanta, Georgia 30334
Telephone: (404) 656-3855
FAX: (404) 656-7901
e-mail: ssda@mail.opb.state.ga.us

Illinois

Virginia Bova
State Single Point of Contact
Illinois Department of Commerce and Community Affairs
James R. Thompson Center
100 West Randolph, Suite 3-400
Chicago, Illinois 60601
Telephone: (312) 814-6028
FAX: (312) 814-1800

Indiana

Frances Williams
State Budget Agency
212 State House
Indianapolis, Indiana 46204-2796
Telephone: (317) 232-5619
FAX: (317) 233-3323

Iowa

Steven R. McCann
Division for Community Assistance
Iowa Department of Economic Development
200 East Grand Avenue
Des Moines, Iowa 50309
Telephone: (515) 242-4719
FAX: (515) 242-4809

Kentucky

Kevin J. Goldsmith, Director
John-Mark Hack, Deputy Director
Sandra Brewer, Executive Secretary
Intergovernmental Affairs
Office of the Governor
700 Capitol Avenue
Frankfort, Kentucky 40601
Telephone: (502) 564-2611
FAX: (502) 564-2849

Maine

Joyce Benson
State Planning Office
184 State Street
38 State House Station
Augusta, Maine 04333
Telephone: (207) 287-3261
FAX: (207) 287-6489

Maryland

Linda C. Janey, JD
Manager, Clearinghouse and Plan Review Unit
Maryland Office of Planning
301 W. Preston Street - Room 1104
Baltimore, Maryland 21201-2305
Telephone: (410) 767-4491
FAX: (410) 767-4480
e-mail: Linda@mail.op.state.md.us

Michigan

Richard Pfaff
Southeast Michigan Council of Governments
660 Plaza Drive - Suite 1900
Detroit, Michigan 48226
Telephone: (313) 961-4266
FAX: (313) 961-4869

Mississippi

Cathy Mallette
Clearinghouse Officer
Department of Finance and Administration
455 North Lamar Street
Jackson, Mississippi 39202-3087
Telephone: (601) 359-6762
FAX: (601) 359-6764

Missouri

Lois Pohl/Carol Meyer
Federal Assistance Clearinghouse
Office Of Administration
P.O. Box 809
Room 915, Jefferson Building
Jefferson City, Missouri 65102
Telephone: (573) 751-4834
FAX: (573) 522-4395

Nevada

Heather Elliott
Department of Administration
State Clearinghouse
Capitol Complex
Carson City, Nevada 89710
Telephone: (702) 687-6367
FAX: (702) 687-3983

New Hampshire

Jeffrey H. Taylor
Director, New Hampshire Office of State Planning
Attn: Intergovernmental Review Process
Mike Blake
Office of State Planning
2 1/2 Beacon Street
Concord, New Hampshire 03301
Telephone: (603) 271-2155
FAX: (603) 271-1728

New Mexico

Nick Mandell
Local Government Division
Room 201, Bataan Memorial Building
Santa Fe, New Mexico 87503
Telephone: (505) 827-4991
FAX: (505) 827-4948

New York

New York State Clearinghouse
Division of the Budget
State Capitol
Marsha Roth
Albany, New York 12224
Telephone: (518) 474-1605
FAX: (518) 486-5617

North Carolina

Chrys Baggett, Director
North Carolina State Clearinghouse
Office of the Secretary of Administration
116 West Jones Street - Suite 5106
Raleigh, North Carolina 27603-8003
Telephone: (919) 733-7232
FAX: (919) 733-9571

North Dakota

Jim Boyd
North Dakota Single Point of Contact
Office of Intergovernmental Assistance
600 East Boulevard Avenue
Department 105
Bismarck, North Dakota 58505-0170
Telephone: (701) 328-2094
FAX: (701) 328-2308

Rhode Island

Kevin Nelson
Review Coordinator
Department of Administration
Division of Planning
One Capitol Hill, 4th Floor
Providence, Rhode Island 02908-5870
Telephone: (401) 222-2656
FAX: (401) 222-2083

South Carolina

Omegia Burgess
State Single Point of Contact
Budget and Control Board
Office of State Budget
1122 Ladies Street - 12th Floor
Columbia, South Carolina 29201
Telephone: (803) 734-0494
FAX: (803) 734-0645

Texas

Tom Adams
Single Point of Contact, State of Texas
Governor's Office of Budget and Planning
Director, Intergovernmental Coordination
P.O. Box 12428
Austin, Texas 78711-2428
Telephone: (512) 463-1771
FAX: (512) 936-2681
e-mail: tadams@governor.state.tx.us

Utah

Carolyn Wright
Utah State Clearinghouse
Office of Planning and Budget
Room 116 State Capitol
Salt Lake City, Utah 84114
Telephone: (801) 538-1535
FAX: (801) 538-1547

West Virginia

Judith Dryer
Chief Program Manager
West Virginia Development Office
Building #6, Room 645, State Capitol
Charleston, West Virginia 25305
Telephone: (304) 558-0350
FAX: (304) 558-0362

Wisconsin

Jeff Smith
Section Chief
State/Federal Relations
Wisconsin Department of Administration
101 East Wilson Street - 6th Floor
P.O. Box 7868
Madison, Wisconsin 53707
Telephone: (608) 266-0267
FAX: (608) 267-6931

Wyoming

Matthew Jones
State Single Point of Contact
Office of the Governor
200 West 24th Street
State Capital, Room 124
Cheyenne, Wyoming 82002

FAX: (307) 632-3909

TRUST TERRITORIES OF THE UNITED STATES

Guam

Mr. Giovanni T. Sgambelluri
Director
Bureau of Budget and Management Research
Office of the Governor
P.O. Box 2950
Agana, Guam 96910
Telephone: 011-671-472-2285
FAX: 011-671-472-2825

Puerto Rico

Norma Burgos/Jose E. Caro
Chairwoman/Director
Puerto Rico Planning Board
Federal Proposals Review Office
Minillas Government Center
P.O. Box 41119
San Juan, Puerto Rico 00940-1119
Telephone: (809) 727-4444 or (809) 723-6190
FAX: (809) 724-3270 or (809) 724-3103

Northern Mariana Islands

Mr. Alvaro A. Santos, Executive Officer
Office of Management and Budget
Office of the Governor
Saipan, MP 96950
Telephone: (670) 664-2256
FAX: (670) 664-2272

Please direct all questions and correspondence about intergovernmental review to:

Ms. Jacoba T. Seman,
Federal Programs Coordinator
Telephone: (670) 664-2289
FAX: (670) 664-2272

Virgin Islands

Nellon Bowry
Director, Office of Management and Budget
#41 Norregade Emancipation Garden Station
Second Floor
Saint Thomas, Virgin Islands 00802

Please direct all questions and correspondence about intergovernmental review to:

Daisey Millen
Telephone: (809) 774-0750
FAX: (809) 776-0069

If you would like a copy of this list faxed to your office, please call our publications office at (202) 395-9068.

- In accordance with Executive Order #12372, "Intergovernmental Review of Federal Programs," this listing represents the designated State Single Points of Contact. The jurisdictions not listed no longer participate in the process **BUT GRANT APPLICANTS ARE STILL ELIGIBLE TO APPLY FOR THE GRANT EVEN IF YOUR STATE, TERRITORY, COMMONWEALTH, ETC. DOES NOT HAVE A "STATE SINGLE POINT OF CONTACT."** JURISDICTIONS WITHOUT "STATE SINGLE POINTS OF CONTACTS" **INCLUDE:** Alabama; Alaska; American Samoa; Colorado; Connecticut;

Kansas; Hawaii; Idaho; Louisiana; Massachusetts; Minnesota; Montana; Nebraska; New Jersey; Ohio; Oklahoma; Oregon; Palau; Pennsylvania; South Dakota; Tennessee; Vermont; Virginia; and Washington.

This list is based on the most current information provided by the States. Information on any changes or apparent errors should be provided to the Office of Management and Budget and the State in question. Changes to the list will only be made upon formal notification by the State. Also, this listing is published biannually in the Catalogue of Federal Domestic Assistance.

Use This Checklist in Preparing Your Application Package

- Application for Federal Education Assistance (ED Form 424) has been completed according to the instructions and includes the nine-digit D-U-N-S Number and Tax Identification Number.
- Application for Federal Education Assistance (ED Form 424) has been signed in black ink and dated by an authorized official and the signed original has been included with your submission.
- One signed original and two copies of the application (including ED Form 424 and appendices) , plus one voluntarily submitted additional copy have been included. All copies are unbound. Each page is consecutively numbered.
- Mailing Address: U.S. Department of Education, Application Control Center, Attention: CFDA #84.184P, Washington, DC 20202-4725.
- Deadline Date: Applications must be received no later than **4:30 p.m.** (Eastern Standard Time) on **April 24, 2000**. *Postmark dates will not be accepted.*

THE APPLICATION AND APPENDICES INCLUDES:

Each copy of the application must include the following sections;

- Application for Federal Education Assistance (ED Form 424) – Page 1
- Table of Contents
- Project Abstract
- Project Narrative (up to 25 pages double-spaced)
- Budget Information Form (ED Form 524) and budget narrative (separate Budget Information Forms and narrative must be submitted for each year that funding is requested).
- Assurances – Non-Construction Programs (ED Form 424B) signed and dated by an authorized official (including original signature on at least one copy).
- Certifications Regarding Lobbying, signed and dated by an authorized official (including original signature on at least one copy).
- Disclosure of Lobbying Activities (Standard Form – LLL), signed and dated by an authorized official (including original signature on at least one copy)
- A narrative response to the GEPA provision, describing the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally- assisted program for students, teachers, and other program beneficiaries with special needs.
- Letters of Commitment

GRANT APPLICATION RECEIPT ACKNOWLEDGMENT

If you fail to receive the notification of application receipt within fifteen (15) days from the closing date, call:

U.S. Department of Education
Application Control Center
(202) 708-9493

GRANT AND CONTRACT FUNDING INFORMATION

The Department of Education provides information about grant and contract opportunities electronically in several ways:

ED Internet Home Page: <http://www.ed.gov/>(WWW address)
<gopher://gopher.ed.gov/>(Gopher address)

OCFO Web Internet Page <http://ocfo.ed.gov/>(WWW address)

DUNS NUMBER INSTRUCTIONS

Please provide the applicant's D-U-N-S Number. If you do not currently have a D-U-N-S Number you can obtain one at no charge by calling **1-800-333-0505** or by completing a D-U-N-S Number Request form. The form can be obtained via the Internet at the following URL:

<http://www.dnb.com/dunsno/whereduns.htm>

The D-U-N-S Number is a unique nine-digit number that does not convey any information about the recipient. A built-in check helps to ensure the accuracy of the D-U-N-S Number. The ninth digit of each number is the check digit, which is mathematically related to the other digits. It lets computer systems determine if a D-U-N-S Number has been entered correctly.

Dun & Bradstreet, a global information services provider, has assigned D-U-N-S Numbers to more than 43 million companies worldwide.